

Job Description

Job title: Administration Assistant
Department: Global Support Team
Jurisdiction: Guernsey

Purpose of the role

This role is to provide a comprehensive and confidential administrative service to the Guernsey office working within the Global Support Team.

Key Responsibilities

- Undertake audio and copy typing of correspondence, emails, internal memoranda, complex documents, briefing notes and precedents, produced in line with the firm's policies
- Assist with preparation and sending out of invoices, following up of payments with clients by implementing early intervention process and updating the internal accounting database (Elite)
- Organise Business Development meetings, including booking of restaurants and/or hotels, travel arrangements, preparing full itineraries, collating all supporting material and submission of associated expense claims
- Maintain electronic and paper based filing system, ensuring that filing is carried out on a regular basis, undertake photocopying, scanning and manage Microsoft Outlook application
- Answer incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls
- Maintain diaries and task lists as necessary, and ensure that individuals are prepared and available for meetings at the appointed time
- Ensure that all new client matters are accurately set up on Elite, including research to satisfy due diligence requirements
- Ensure active files are kept up to date (including filing of emails and correspondence) and closing matters when concluded
- Take ownership of allocated administrative tasks
- Support other team members in busier periods across all the teams, including providing cover on reception as and when required
- Maintain professional contacts on in house system (Interaction) including entry of marketing activity and, where required
- Actively participate in team meetings, social events and such other duties as the firm may reasonably require from time to time.

Competencies

- A minimum of 2 years' experience in an Administrative/Secretarial role within a legal or professional services environment is preferred but not essential
- Fast and accurate typing skills with attention to detail - audio and copy
- Proficient in Word/Outlook and a working knowledge of Excel
- Administrative and document management experience
- Superior organisational skills, with a disciplined approach to documentation
- Ability to efficiently manage own time and prioritise workflow.

Job description (cont.)

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com